

About Our Policy

Enterprise Services are committed to conducting our services under safe, fair, and humane working conditions. We expect and insist that our suppliers will be as committed as us.

Our Ethical Sourcing Policy:

- Includes criteria on labour rights, anti-corruption, fair and safe working conditions, and environmental compliance
- Covers all our suppliers
- Incorporates conventions of the International Labour Organisation (ILO) and principles of the United Nations Universal Declaration of Human Rights. In addition to setting as a minimum, compliance with local laws and regulations, this policy provides requirements and standards that all suppliers producing Enterprise Services must demonstrate continuous improvement towards. They include:

Freedom of association

Suppliers will recognise the right of employees to join unions or representative committees, and the right of worker's associations to collective bargaining.

Where the right to freedom of association and collective bargaining is restricted under law, the employer allows the development of a means for independent and free association and bargaining.

Safe working conditions

A safe and hygienic working environment shall be provided. Adequate steps shall be taken to prevent accidents and injury to health arising out of, or occurring in the course of, work by minimising as far as practical hazards in the workplace.

Health and safety training shall be provided and practiced on site.

Child, forced, bonded or prison labour

There shall be no recruitment of child labour. If child labour is found to exist, Enterprise Services expects manufacturers to participate in and contribute to policies and programmes that provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.

Suppliers must not use forced, bonded or prison labour. Workers will not be required to lodge deposits or identity papers with an employer and must be free to leave work at the end of the shift and terminate their employment with reasonable notice. If a worker is found to be employed under such conditions Enterprise Services expects the manufacturer to contribute to policies and programmes that provide for the transition of any individual found in this situation into fairly paid and legal employment.

Child Labour and Remediation Program

If it is suspected that an underage worker is employed at any of our sites or in the supply chain then immediate steps should be taken to verify the age of the individual documentary evidence. In the event that an underage worker is found working it is necessary to:

- Act quickly and appropriately by removing the worker from the work area

- Record the names, ages and contact details of the workers concerned.
- Explain the legal requirements and restrictions on working ages to the child
- carry out an age verification check.
- Consult with child focused organisations (e.g. Child Protection Services) and local authorities regarding any child allegedly or confirmed to be involved in child labour.
- Terminate the employment relationship.
- Treat each situation of child labour on a case by case basis to ensure the best interest of the child taking into account their specific needs and aspiration when drawing up the remediation program.

The program is to include:

- Assisting them to find a school and support them financially through their education (vocational training or formal education).
- Compensating the child's family for at least the wage they were earning. These wages will be paid monthly (not as a lump sum) until the child has reached the legal minimum age for working.
- At the end of the period of education guaranteeing paid employment to the child worker at the same level in which they were previously employed if they wish to return.
- Agreed monitoring period by Enterprise Services.

A full investigation should be carried out to identify how this has happened and action taken to prevent reoccurrence.

Non-discrimination

There is to be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Fair and equitable treatment

Physical abuse, the threat of physical abuse, sexual and other forms of harassment, verbal abuse and other types of intimidation will never be used by a supplier or factory in relation to their workers.

The deduction of wages as a disciplinary measure will not be used.

Obligations to employees under labour and social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, subcontracting, or home-based working schemes; nor through apprenticeship schemes where there is no real intent to impart skills or provide regular employment; nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

Enterprise Services



Social & Ethical Compliance Code of Conduct

Issue date: September 2020

Environmental policy and waste management

Suppliers must comply with applicable environmental laws, must maintain a written environmental policy, and must implement a system to minimize or eliminate negative impacts of its practices on the environment.

Reporting Conditions

As part of Enterprise Services' commitments outlined above, we are keen to be made aware of any situation where our social and ethical policy is not being upheld. We commit to investigating all complaints that we receive. If an issue is confirmed, we will work with the parties involved to develop a corrective action plan. Your complaint will remain strictly confidential, unless you advise otherwise.

Signed:

A handwritten signature in black ink, appearing to read 'Jordana Anghel'. The signature is written in a cursive, flowing style.

Date: 3 September 2020